

**UTAH DEPARTMENT OF HUMAN SERVICES  
OFFICE OF LICENSING  
CHILD FOSTER CARE  
CHECKLIST**

Licensing Staff \_\_\_\_\_ Date \_\_\_\_\_

Provider \_\_\_\_\_

Address \_\_\_\_\_

Maximum Licensed Capacity \_\_\_\_\_ Number of Consumers Enrolled \_\_\_\_\_

Provider Signature \_\_\_\_\_

This document is a checklist created for use by the Office of Licensing. It is not an interpretation or modification of the Rules. It summarizes the licenser's review at the time of this scheduled site inspection. Refer to R501-12. for complete Rules.

<b>COMPLIANCE REQUIREMENTS R501-12</b>	<b>Y E S</b>	<b>N O</b>	<b>N / A</b>	<b>CONT RACT</b>	<b>COMMENTS</b>
<b>R501-12-4. Foster Care Rules.</b> The following is on file: 1. Application 2. Medical references 3. References 4. CBS Clearances 5. Home study 6. Provider Code of Conduct 7. Training					
<b>R501-12-4. Licensing and Renewal.</b> 1. The applicant is an individual or a legally married couple 21 years of age or older. All members of the household are listed on the application.					
2. Medical information: a. medical reference letter has been submitted/ personal health status statement submitted. b. psychological examination of a potential or current foster and proctor parent may be required by the Office of Licensing or the Agency if there are questions regarding the individual's mental status, which may impair functioning as a foster or proctor parent. The psychological examination shall be arranged and paid for by the foster or proctor parent.					
3. References: No more than four acceptable letters of reference have been submitted with no more than two unrelated and one related. 3 acceptable letters have been submitted.					
4. Background Screening: a. CBS screening has been successfully completed (Annually). b. MIS screening has been successfully completed.(Annually)					
5. Home Study: A current home study, signed by a licensed Social Worker, has been completed.					
6. Each applicant has read, understood, agreed to abide by, and signed a current copy of the DHS Provider Code of Conduct.					
7. Each applicant has completed the required training.					

COMPLIANCE REQUIREMENTS R501-12	Y E S	N O	N / A	CON TRAC T	COMMENTS
<p>8. Approval:</p> <ul style="list-style-type: none"> <li>a. Following pre-service, the home study and assessment have been completed.</li> <li>c. The decision to license this provider was made on the basis of Health Safety and professional judgment.</li> <li>d. The applicant was not denied a license based on race, color, national origin etc.</li> <li>f. Kinship or Specific Home Approval: Home is licensed for placement of one specific child or sibling group.</li> <li>g. Provider has been told that licensure by the Office of Licensing does not guarantee placement of a child.</li> <li>h. Provider is not licensed or certified to provide foster or proctor care in the same home in which they are providing child care or a licensed human service program.</li> <li>i. Any variances have been granted in the best interest of the foster or proctor child.</li> <li>j. Provider has reported any major changes in their lives within 48 hours to the Office or Agency, including, but not limited to: death or severe illness among any family members, separation, loss of employment, change of address, suspected abuse or neglect of any foster or proctor child.</li> </ul>					
<p><b>R501-12-5. Training</b></p> <p>1. Applicant has submitted verification of appropriate training.</p>					
<p><b>R501-12-6. Foster Parent Requirements.</b></p> <p>1. Personal characteristics of foster and proctor parents include the following:</p> <ul style="list-style-type: none"> <li>a. Foster and proctor parents are in good health and are able to provide physical and emotional care to the child.</li> <li>b. Foster and proctor parents are emotionally stable and responsible persons over 21 years of age. Foster or proctor parents are an individual or a legally married couple.</li> <li>c. Foster and proctor parents shall document and verify legal residential status when appropriate.</li> <li>d. Foster or proctor parents have the ability to help the child grow and change in behavior.</li> <li>e. Foster or proctor parents are not dependent on the foster or proctor care payment for their expenses beyond those associated with foster or proctor care. Verification of income has been submitted annually.</li> <li>f. Foster or proctor parents are not Division employees.</li> <li>g. Foster and proctor parents are not members of the governing body of the licensed agency.</li> <li>h. Foster and proctor parents follow Agency rules and work cooperatively with the Agency, state, court, and law enforcement officials.</li> </ul>					

COMPLIANCE REQUIREMENTS R501-12	Y E S	N O	N / A	CON TRAC T	COMMENTS
2. Family composition meets the following: a. The number, ages, and gender of persons in the home have been taken into consideration as they may be affected by or have an effect upon the child. b. Family composition meets the specifics of R501-12-6.2..b.1-through 5. 1. There are no more than two children under 2 that reside in the foster home, including the provider's natural children. 2. There are no more than two non-ambulatory children in the foster home including infants under the age of two. 3. There are no more than four foster children in this home. 4. There is only one foster child in any home designated for proctor care by agencies contracted by DJJS.					
<b>R501-12-7. Physical Aspects of Home.</b>					
1. The foster or proctor home is located where school, church, recreation, and other community facilities are available.					
2. The foster or proctor home is clean, in good repair, and provides for normal comforts in accordance with community standards.					
3. The foster or proctor home is free from health hazards, fire hazards and has working smoke detectors and an approved fire extinguisher.					
4. There is sufficient bedroom space for the following: a. bedrooms are not shared by children of the opposite sex, except infants under two years of age, b. children do not sleep in the parents' room, except infants under two years of age, c. each child has their own solidly constructed bed adequate to the child's size, d. a minimum of 80 square feet per child is provided in a single occupant bedroom and a minimum of 60 square feet per child is provided in a multiple occupant bedroom excluding storage space, and e. no more than four children are housed in a bedroom.					
5. Sleeping areas have a source of natural light and are ventilated by mechanical means or equipped with a screened window that opens.					
6. Closet and dresser space is provided within the bedroom for the children's personal possessions and for a reasonable degree of privacy.					
7. There is adequate indoor and outdoor space for recreational activities.					
8. Home has sufficiently balanced meals to meet the children's needs.					
9. Indoor and outdoor areas are maintained to ensure a safe physical environment.					
10. Areas unsafe are fenced off or have natural barriers.					
11. All furniture and equipment is maintained in a clean and safe condition. Furniture and equipment is of sufficient quantity, variety, and quality to meet individual needs.					
12. There are at least two means of exit on each level of the home.					
<b>R501-12-8. Safety.</b>					
1. Foster and proctor families conduct and document fire drills at least quarterly, and provide documentation to the Office of Licensing.					

COMPLIANCE REQUIREMENTS R501-12	Y E S	N O	N / A	CON TRAC T	COMMENTS
2. Foster and proctor parents provide training to children regarding response to fire warnings and other instructions for life safety.					
3. Foster or proctor home has a telephone. Emergency telephone numbers are posted next to the telephone.					
4. Foster or proctor home has an adequately supplied first aid kit.					
5. Foster and proctor parents who have firearms or ammunition shall assure that they are inaccessible to children at all times. Firearms and ammunition that are stored together shall be kept securely locked in security vaults or locked cases, not in glass fronted display cases. Firearms that are stored in display cases shall be rendered inoperable with trigger locks, bolts removed or other disabling methods. Ammunition for those firearms shall be kept securely locked in a separate location. This does not restrict constitutional or statutory rights regarding concealed weapons permits, pursuant to UCA 53-5-701 et seq.					
6. Foster and Proctor home providers shall not provide a weapon to minors as per 76-10-509 through 76-10-509.7.					
6a. If a foster or proctor parent possesses or uses a firearm, notification has been made to DJJS and DCFS as per R512-302-4 and 63-46b-2.1.					
7. Foster and proctor parents who have alcoholic beverages in the home shall assure that they are kept inaccessible to children at all times.					
8. There is locked storage for hazardous chemicals and materials.					
<b>R501-12-9. Emergency Plans.</b>					
1. Foster and proctor parents have a written plan of action for emergencies and disaster to include the following: a. evacuation with a pre-arranged site for relocation, b. transportation and relocation of children when necessary, c. supervision of children after evacuation or relocation, and d. notification of appropriate authorities.					
2. Foster and proctor parents have a written plan for medical emergencies, including arrangements for medical transportation, treatment and care.					
3. Foster or proctor parents immediately report any serious illness, injury or death of a foster child to the appropriate Division or Agency and the Office.					
<b>R501-12-10. Infectious Disease.</b>					
1. Foster and proctor parents shall contact their local health department for assistance in preventing or controlling infectious and communicable diseases in the home. In the event of an infectious or communicable disease outbreak, foster and proctor parents shall follow specific instructions given by the local health department.					
<b>R501-12-11. Medication.</b>					
1. Foster and proctor parents administer prescribed medication, according to the written directions of a licensed physician. Medicine is only given to the child for whom it was prescribed.					
2. medications are not discontinued without the approval of the licensed physician, side effects are reported to the licensed physician.					
3. Non-prescriptive medications are administered by foster or proctor parents according to manufacturer's instructions.					
4. Medications are not administered by the foster or proctor child.					

COMPLIANCE REQUIREMENTS R501-12	Y E S	N O	N / A	CON TRAC T	COMMENTS
5. Medication is not used for behavior management or restraint unless prescribed by a licensed physician with notification to the Division or Agency worker.					
6. There is locked storage for medications.					
<b>R501-12-12. Transportation.</b>					
1. Foster and proctor parents provide transportation. In case of an emergency a means of transportation is arranged.					
2. Drivers of vehicles have a valid Utah Drivers License and follow safety requirements of the State.					
3. Transportation is provided in an enclosed vehicle that has been safety inspected and equipped with seatbelts and an appropriate restraint for infants and young children.					
4. An emergency telephone number is in the vehicle used to transport children.					
5. Each vehicle has an adequately supplied first aid kit.					
<b>R501-12-13. Behavior management.</b>					
1. Foster and proctor parents provide supervision at all times.					
2. Foster and proctor parents do not use, nor permit the use of corporal punishment, physical or chemical restraint, infliction of bodily harm or discomfort, deprivation of meals, rest or visits with family, humiliating or frightening methods to control the actions of children.					
3. Foster or proctor parents' methods of discipline are constructive. In exercising discipline, the child's age, emotional make-up, intelligence and past experiences are considered.					
4. Passive restraint is used only in behaviorally related situations as a temporary means of physical containment to protect the child, other persons, or property from harm. Passive restraint is not associated with punishment.					
5. Foster and proctor parents inform the Division or Agency worker of any extreme or repeated behavioral problems of a child placed in the foster home.					
<b>R501-12-14. Child's Rights in Foster Care.</b>					
1. The foster and proctor parents adhere to the following: <ul style="list-style-type: none"> <li>a. allow the child to eat meals with the family, and to eat the same food unless the child has a special prescribed diet,</li> <li>b. allow the child to participate in family activities,</li> <li>c. protect privacy of information,</li> <li>d. not make copies of the child's records,</li> <li>e. explain the child's responsibilities, including household tasks, privileges, and rules of conduct,</li> <li>f. not allow discrimination,</li> <li>g. treat the child with dignity,</li> <li>h. allow the child to communicate with family, attorney, physician, clergyman, and others, except where documented otherwise,</li> <li>i. follow visitation rights as provided by DHS or Agency worker,</li> <li>j. allow the child to send and receive mail providing that security and general health and safety requirements are met, foster or proctor parents only censor or monitor a foster or proctor child's mail or phone calls by court order,</li> <li>k. provide for personal needs and clothing allowance, and</li> <li>l. respect the child's religious and cultural practices.</li> </ul>					

COMPLIANCE REQUIREMENTS R501-12	Y E S	N O	N / A	CON TRAC T	COMMENTS
------------------------------------	-------------	--------	-------------	------------------	----------

<b>R501-12-15. Record Keeping.</b> 1. Foster and proctor parents maintain the following: <ul style="list-style-type: none"> <li>a. current license certificate,</li> <li>b. copy of each contract with DHS,</li> <li>c. record of money provided to each foster or proctor child,</li> <li>d. record of expenditures for each foster or proctor child, and</li> <li>e. documentation of special need payments.</li> </ul>					
2. The Office of Licensing and Agency staff shall maintain a separate record for each child in foster or proctor care.					